

CITY OF FREDERICK TENNIS COURT APPLICATION

PAYMENT & A CERTIFICATE OF INSURANCE (ALL ESTABLISHED ORGANIZATIONS) IS REQUIRED WITH APPLICATION SUBMISSION AND WILL NOT BE ACCEPTED WITHOUT IT.

Please read and complete entire application prior to submittal. Failure to complete entire application will result in denial of request.

Please note that there is a separate application to reserve City of Frederick Fields. The City of Frederick does not reserve courts on FCPS property.

Organization: (Must provide certificate of insurance)	
Contact Name:	
Mailing Address:	
Email Address:	
Daytime Phone:	
Evening Phone:	
Cell Phone:	

Courts Requested: <i>The City does not reserve courts on FCPS property</i>	<input type="checkbox"/> <input type="checkbox"/> Amber Meadows (2 lighted) <input type="checkbox"/> <input type="checkbox"/> Baker Park - <input type="checkbox"/> West 2 nd Street (5 lighted) <div style="padding-left: 100px;"><input type="checkbox"/> Fleming Avenue (6 lighted)</div> <input type="checkbox"/> Max Kehne Park (2 lighted) <input type="checkbox"/> Monarch Ridge (1 non-lighted) <input type="checkbox"/> Monocacy Village (2 lighted) <input type="checkbox"/> Overlook (2 lighted) <input type="checkbox"/> <input type="checkbox"/> Wetherburne (2 non-lighted)
Total # of Courts Needed:	
Date(s) of Request (<i>list all</i>):	
Time Slot(s) Requested:	<input type="checkbox"/> 6:00am – 12:00noon <input type="checkbox"/> 12:00noon – 4:00pm <input type="checkbox"/> 4:00pm – 10:00pm
Purpose of Use:	<input type="checkbox"/> Match Play <input type="checkbox"/> Tournament

Name and complete description of event:		
Will other equipment be used?: <i>(i.e. generator, tents, portable restrooms, etc.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will vendors be at the event?: <i>If yes, give details.</i>	<i>Organizer must contact the Building Dept at 301-600-3814 for a Vendor/Peddler Permit. Fees apply.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will participants be charged a fee?: <i>If yes, provide detailed budget of proposed activity.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will admission be charged to the event?: <i>If yes, what is the cost?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name & Contact info for two (2) people with authority present during the event:	Name:	Phone:
	Name:	Phone:
Total Number of people expected to attend. Specify if spread over multiple courts.		
Plan for hand sanitizing?		

Plan for equipment sanitizing?	
Plan for spectators?	
Plan for face coverings?	
Plan for physical distancing?	
Plan for staff/participant health screening?	
Name and contact information for Designated Representative 1 (can discuss scheduling and billing)	
Name and contact information for Designated Representative 2 (can discuss scheduling and billing)	

Attach Certificate of insurance, AND Covid-19 Return to play guidelines your organization will be practicing.

***City of Frederick / Department of Recreation
TENNIS COURT WAIVER AND FACILITY PERMIT***

Issuance of a permit will reserve the above-referenced facility for the exclusive use of the user holding the permit. The facility is subject to inspection by any authorized representative of The City of Frederick in order to assure proper use of City property, including but not limited to compliance with any state or local regulations or orders pertaining to the COVID-19 pandemic. The permit must be in the possession of the user to whom it is issued and shown upon request to any authorized representative of the City. The user agrees to abide by all procedures, policies, and rules governing use of the facility. The user is responsible for the conduct of its invitees and guests, and hereby agrees to keep the facility in good repair during its use thereof. In the event that any invitee or guests of the user causes damage to the facility, the user hereby agrees to pay any costs incurred by the City in repairing such damage. The user is further responsible for any loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the facility. The user agrees to release the City from any and all civil liability relating to any accident, injury, loss, or damage occurring in connection with the use of the facility, including but not limited to the contracting of COVID-19, and will indemnify the City from third-party claims in connection with such use.

☐ ***I have read and agree to the User Responsibilities as attached to this document.***

Witness the hand and seal of the User as of the date indicated below.

User: _____ **Date:** _____

FOR ASSISTANCE DURING NON BUSINESS OFFICE HOURS, HOLIDAYS, AND/OR WEEKENDS PLEASE CONTACT THE DPW SWITCHBOARD AT 301-600-1440. Many issues can be resolved promptly so you can continue to enjoy your reservation.

For questions regarding tennis court reservations, please email ssstamper@cityoffrederickmd.gov

Revised September 2020

This page for applicant information – Do not submit to City

The City of Frederick Parks & Recreation Department

TENNIS COURT RULES & POLICY

1. The City of Frederick Parks & Recreation Department has priority use of all courts for its programs.
2. A certificate of insurance with one million liability, two million aggregate coverage with City of Frederick / 121 N Bentz Street / Frederick / MD / 21701 listed as additionally insured is required for all established organizations to reserve court/s.
3. Individuals or groups wishing to reserve courts for match play or tournaments should contact the City's Parks & Recreation Department at [sstamper@cityoffrederickmd.gov](mailto:ssstamper@cityoffrederickmd.gov) for more information.
 - a. Permit holders must have approved permits in their possession at all times while using the courts and must be able to produce permit upon request.
 - b. First come basis for play **unless permitted activities** are scheduled.
 - c. Players without a permit must limit play to 1 ½ hours if other players are waiting to play.
 - d. Private instruction for pay is prohibited.
 - e. Please observe tennis rules and court courtesy at all times.
 - f. Tennis shoes must be worn at all times.
 - g. **Authorized uses only – no roller skating, skate boarding, bicycles or hockey allowed on courts at any time.**

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TIME SLOTS = 6am-12pm / 12pm-4pm / 4pm-10pm

Fees are: City rates \$10 per court per timeslot; NonCity rates \$20 per court per timeslot

Tennis Courts & Locations

Amber Meadows	201 Amber Drive	(2) Lighted
Baker Park	500 Fleming Avenue	(6) Lighted
	West 2 nd Street	(5) Lighted
Max Kehne Park	1100 West 7 th Street	(2) Lighted
Monarch Ridge	607 Swallowtail Drive	(1) non-lighted
Monocacy Village	409 Delaware Road	(2) Lighted
Overlook Park	501 Coralberry Court	(2) Lighted
Wetherburne Park	2285 Wetherburne Way	(2) non-lighted

Schedules:

Baker Park Fleming Avenue and West 2nd Street Court schedules are posted near the beginning of each month onsite and on the Parks & Recreation Department page of The City of Frederick website at www.cityoffrederickmd.gov. Please note that reservations are made daily Monday – Friday, so the posted schedule is only a guide.

Availability at all tennis courts may be viewed on the City's webtrac reservation database at www.cityoffrederickmd.gov/webtrac. Please be sure that you select all the filter categories. It will only show if there is some availability, but not specific court numbers or name/s of persons with reservations.